

**RICHLAND COLLEGE**  
**2008-09 FINANCIAL AID APPEAL FORM**

If you believe there are mitigating circumstances that prevented you from making satisfactory academic progress, fill out this Financial Aid Appeal Form and submit it with all required documents to the Financial Aid Office.

**The appeal must be typed and supporting documentation regarding your circumstances must be provided in order for the appeal request to be considered complete.** Submit the appeal request to your primary campus of attendance.

Once you submit the form and appropriate documentation to the Financial Aid Office, the appeal will go to the Appeal Committee for review. This process could take up to 45 days to complete. You will be notified by the Financial Aid Director of the Appeal Committee's decision.

(DO NOT LEAVE ANY REQUESTED INFORMATION BLANK)

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Email Address: \_\_\_\_\_

Will you be attending Richland College?       Yes       No (if no, please do not submit to Richland)

Are you appealing for credit or non-credit classes :       Credit       Non-credit (Continuing Education)

Current Semester Hours Enrolled: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

Total Hours Attempted: \_\_\_\_\_ Estimated Graduation Date: \_\_\_\_\_

Reason for not making progress:     GPA below 2.0     Completion ratio     Attempted over 150%

Have you appealed before?       Yes       No      If yes, when? \_\_\_\_\_

Program of Study: \_\_\_\_\_ Completed program?     Yes       No

Please attach a *typed* statement:

- Explaining any mitigating circumstances that prevented you from meeting satisfactory academic progress (SAP) (such as personal or family medical issues, divorce or separation, job related issues, etc., or any other information you feel is pertinent); and
- Explain how you plan to address the deficiencies if your appeal is approved, i.e. what steps you will take to raise your GPA, complete all credit hours attempted, or clarify your educational goals.
- If you have exceeded 150% of your program of study, please explain the mitigating circumstances that prevented you from completing your program within the 150% and provide details as to how many hours you need to complete your program and your plan for completion. Attach a copy of your official degree plan.
- If you have a bachelor's degree or have completed your program of study and are taking additional classes, please provide details as to how many hours you need to complete your new program and your plan for completion. Attach a copy of your official degree plan.

In addition to your typed statement, please include documentation to support your explanation as appropriate.

You will be notified within **45-60 days** after submitting this form to the Financial Aid Office. If your appeal is approved, you will be required to meet with an academic advisor to complete a **Plan for Student Success** before registering for classes. A signed **PSS** must be submitted to the Financial Aid Office by your advisor before any financial aid can be awarded. If you do not successfully complete the PSS for any semester, aid for any subsequent semester will be cancelled.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_